

DEC 13 1960

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SUBJECT: The Employees Suggestion Program.

1. The Employees Suggestion Program was established by Public Law (600 - 79th Congress) to encourage Government employees to submit suggestions which would effect monetary savings in Government operations.

2. The Central Intelligence Agency procedure has been as follows:

a. Suggestions are submitted to the Suggestion Committee composed of the Deputy Director for Administration (Chairman), Comptroller, Advisor for Management, and Personnel Director. The Committee submits favorable cases to the Director for approval of cash awards.

b. When a suggestion is approved by the Director, a check is prepared and the suggester, with his Office Chief, is presented to the Director, who makes the presentation.

c. Cash payments are based on a prescribed scale starting at \$10.00 for each \$200.00 annual savings effected up to \$1,000.00 saved. The awards decrease with the amount of the savings, and no cash award may exceed \$1,000.00.

d. Certificates are awarded where cash awards are not appropriate but the suggestion warrants recognition.

e. If the award is by certificate, presentation is normally made by the Deputy Director for Administration in the presence of the Office Chief concerned.

3. For the last two fiscal years, only five cash awards have been granted.

4. Instructions are requested if the Director desires to continue the above procedure.

STATINTL

MURRAY McCONNEL
Deputy Director for Administration